

Job Description

Residential/Non-residential House Parent

Requirement

The school is looking to invite candidates to apply for a Houseparent role in this unique and exciting central London day and boarding School. As a member of the Boarding Team, you will lead one of our boarding 'houses', looking after the welfare of students within boarding. This requires the postholder to:

- help maintain a boarding ethos and identity
- provide a presence in the boarding areas of the College
- support and embody the values of the College
- be available to support students reactively and proactively

Houseparents are expected to work in a collegiate way with other members of the pastoral team, including the Director of Boarding, Housemaster/mistresses, Head of Wellbeing and other key staff to monitor the boarders, ensuring that they are maximising their potential and develop into caring, thoughtful, confident members of society. Ambitious and confident yet not arrogant, generous in spirit, interesting, interested, and able to respect and communicate effectively with people of all backgrounds.

The role includes some overnight duties, and as such, single person accommodation will be provided in the boarding house.

All staff are expected to be active in promoting the College's aims and supporting an ethos that encourages achievement and high standards for all students.

DLD College London is committed to safeguarding and promoting the welfare of our students and Houseparents are expected to undergo advanced safeguarding (Child Protection) training.

Knowledge, skills, and traits

- Strong pastoral care
- The ability to keep calm under pressure
- Proven track record of working with young people.
- Excellent communication and IT skills
- Effective judgement and decision-making abilities
- Effective problem-solving skills
- First aid trained
- Calm and diplomatic
- Well-presented and professional attire
- Good health record
- Punctual timekeeper
- Flexibility and willingness to accept additional responsibilities
- Good interpersonal skills
- Team player, but also able to work autonomously
- Ability to use initiative
- Good English language written and verbal skills

Key qualities

- Experience of working within a boarding or residential environment

Working knowledge of Child Protection (Safeguarding), the National Minimum

- Standards for Boarding and ISI regulations and guidelines
- Certified at the enhanced DBS level (check undertaken prior to employment)
- High quality written and verbal communication skills, including public speaking
- Strong organisational skills, including use of educational MIS
- Experience of effectively managing teams

Desirable

- Level 3 Safeguarding Trained
- BSA Accredited Boarding Practitioner Level 2
- BSA Advanced Certificate
- Undertaken Applied Suicide Intervention Skills Training (ASIST) training
- Mental Health First Aid Youth champion
- Experience or qualification in coaching
- Experience of working in a boarding school context
- Current First Aid certificate (Training to be provided)

General responsibilities

- To aim at providing “the gold standard experience” for all students
- To build and maintain positive and constructive relationships with students, in order to provide them with the best possible care and support.
- To play an active role in ensuring the students welfare and personal development, building and maintaining strong relationships with parents, guardians and agents
- To promote and safeguard the welfare of young people and young persons by adhering to and ensuring compliance with the School’s Safeguarding and Child Protection Policy at all times.

Role specific

- To actively promote the key values of the school: respect; tolerance and kindness
- To work collaboratively as part of the boarding team and the wider college body.
- To work according to the boarding house rota including a combination of days, weekends and nights as required.
- To implement college policies including those pertaining to Safeguarding (Child Protection) & behaviour.

- To ensure the highest standards of supervision, support and care for boarders.
- To work within and to apply the National Minimum Standards (NMS) for Boarding together with ISI guidance.
- Provide medical assistance for minor illnesses & first aid, maintain accurate medical records for students and liaise with the Nurse and local medical services where necessary
- Maintain student files to a high degree of accuracy including records of behaviour, sanctions, rewards, medical history, medical assistance given, etc.
- Record sanctions.
- Ensure the smooth running of daily service including laundry, cleaning, maintenance & catering
- Ensure that students are awake and leaving for lesson on time, report any illness or un/authorised to attendance
- Ensure that students are in the boarding house and follow procedures if students are late/missing at curfew
- Supporting a culture of warmth, community & support within boarding